

Ecology is excited about your interest in the Terry Husseman Outstanding Waste Reduction and Recycling Public School Awards competition. These instructions will guide you through the application submittal process.

Award Categories

You may apply under more than one award category. **However, you will need to submit individual application packages for each category.** Following are the award categories, award amounts, and the required questions for each.

<u>Award Category</u>	<u>Cash Distribution</u>	<u>Required Responses</u>
Best Waste Reduction Program	5 awards of \$1,000 each	Questions 1-7 & 17
Best Recycling Program	5 awards of \$1,000 each	Questions 1-3, 8-17
Outstanding Waste Reduction and Recycling Program	2 awards of \$2,500 each	Respond to <i>all</i> the questions

Submittal Requirements

- Several questions require that you respond on a separate sheet of paper (you may include more than one response per sheet of paper).
- Number your responses to coincide with the application form.
- Use **September 1, 2000 to March 1, 2001** as your reporting period.
- Type or print clearly.
- Keep your responses brief and concise.

Submit applications on the enclosed double-sided application form.

- Submit **four double-sided copies** of your application and **supplemental sheets!**

Applications are due in our offices by **March 16, 2001, 5 p.m.** (see address on next page)

- Your application package should contain:

- ✓ **Completed application form**

Respond to all questions that apply

Best Recycling Applicants do not need to answer items 17-20

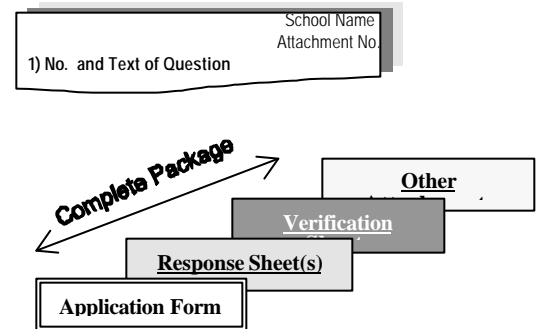
Best Waste Reduction Applicants do not need to answer items 5-12 and 15

Outstanding Waste Reduction and Recycling Applicants need to answer all items

- ✓ **Response sheets.** Label and number each attachment appropriately

- ✓ **Verification sheets.** The receipts from your hauler verifying the drop off or pickup schedule, amounts, etc.

- ✓ **Other attachments.** You may attach photos, testimonials, or other materials related to your program



Definitions

Composting - A biological process that stabilizes organic matter for use in soil enhancement. Compostable items include yard, garden, and food wastes. A hot compost pile is a method of composting yard and garden waste. A worm bin is an example of food waste composting.

Disposal Costs - The costs to transport materials to be recycled or placed in a landfill.

Market Development - A process evaluating which market niches a waste reduction and/or recycling program will target, the product or services that will be offered, pricing policies, and budget forecasts. It involves conducting marketing research: the developing and analyzing information about consumers, markets, strategies, and marketing effectiveness. Market research leads to planning for the methods of promotion, distribution, selling, and customer service that would be provided.

Procurement Procedures - Guidelines or procedures that the school or school district has established that require the purchase of recycled products or products made from recycled materials (e.g., only purchasing paper with recycled content).

Recycling - Separating recoverable materials from the waste stream and reprocessing them into new products. Recycling includes procurement practices of purchasing recycled and recyclable materials ["Closing the Loop"]. Recycling manages and recovers wastes *after* they have been generated.

Toxicity Reduction - Decreasing or eliminating the toxicity of products used, or the wastes that result, at the point of generation. Reduction aims at avoiding waste generation in the first place, reducing the toxicity of materials, or reusing materials. Diversion reduces the toxicity of the overall solid waste stream, while the segregation from the waste stream allows for the possible recycling and reuse of those materials. Disposal is the last resort. Examples of toxicity reduction practices include purchasing only what you require, using less toxic substitutes ("shop smart"), repairing instead of replacing items, only using what you need and reusing materials where possible.

Waste Reduction - Prevention or elimination of waste at the point of generation. Reduction aims at avoiding waste generation in the first place, reducing the toxicity of materials, or reusing materials. This includes activities that reduce the amount of materials to be recycled or disposed. Operating a thrift store is an example of waste reduction. Other examples include purchasing only what you require, repairing instead of replacing items, only using what you need and reusing materials where possible. Remember that recycling is not the same as waste reduction.

Address and Contact Information

Michelle Payne, School Awards Coordinator, Department of Ecology-SW&FAP, P.O. Box 47600, Olympia, WA 98504-7600, (360) 407-6129 or 1-800-RECYCLE, E-mail mdav461@ecy.wa.gov. Form Number ECY 070-22

Application Packet

**Terry Husseman
Outstanding Waste Reduction
and
Recycling Program**



**2000-2001
Public School Awards Application**

Ecology Publication No. 00-07-044

Which award category do you want to compete in?

Check one category only!

- Best Waste Reduction Program ☐
Best Recycling Program ☐
Outstanding Waste Reduction & Recycling Program ☐

School Name: _____

School District: _____

County: _____

Mailing Address: _____

City: _____ **Zip:** _____

WA Legislative District #: _____

Contact Person: _____

Title: _____

Business Phone: _____

Grade Levels: ☐ Elementary ☐ Middle/Junior ☐ Junior/Senior ☐ Senior High ☐ K-12



Printed on Recycled Paper

1. How long has your waste reduction/recycling program been in operation? _____
2. Is your program subsidized or supported financially in any way? ☐ No ☐ Yes If yes, please explain:

Participation

3. List your school population by category and the percentage of each group that recycles.

	<u>Population/Participant %</u>		<u>Population/Participant %</u>
Students	/	Faculty	/
Office Staff	/	Custodians	/

4. How many in your community use your program? _____

Recycling

5. Check each item recycled and list the weight recycled for each.

<u>Material</u>	<u>Pounds Recycled</u>
<input type="checkbox"/> White paper	_____
<input type="checkbox"/> Cardboard	_____
<input type="checkbox"/> Aluminum	_____
<input type="checkbox"/> Plastics	_____
<input type="checkbox"/> Polystyrene	_____
<input type="checkbox"/> Glass	_____
<input type="checkbox"/> Mixed Paper	_____
<input type="checkbox"/> Oil	_____
<input type="checkbox"/> Newsprint	_____
<input type="checkbox"/> Other Metals	_____
<input type="checkbox"/> Other-Identify	_____



6. Total Pounds Recycled _____
7. Total dollars saved _____
8. Pounds recycled per student _____
9. Total dollars earned _____
10. How many students attend your school? _____

Collection

11. Do you have on-site pickup? ☐ Do you self-haul materials to the recycler? ☐
12. List the names and addresses of your recycling vendors/haulers.

Vendor/Hauler Name & Address

Miles from School

_____	_____
_____	_____

The following questions require that you respond on a separate sheet of paper (you may include more than one response per sheet). Number your responses to coincide with the application form. Keep your responses brief and concise.

Composting

13. Describe your composting program. Discuss operation processes and responsibilities. Include type and source of composted material, location of site, method (worm bin, compost pile), volume, end product use, etc.

Educational Component

14. Describe the educational component of your waste reduction and/or recycling program. How are teachers, administrators, clerical staff trained in waste management? What formal classroom or extra-curricular programs are used to prepare students for in-school waste reduction and recycling projects?

Closing The Recycling Loop

15. What market development and procurement procedures are used to achieve waste reduction and recycling in your school? Discuss the products/services you offer. Define methods of promotion, distribution, selling, pricing policies, and customer service. Discuss your budget forecasts. Discuss the policies your school or district has established that require the purchase of recycling products or products containing recycled materials.

Program Description

16. Describe your school's program in a narrative of no more than 250 words. Why do you think your school should receive an award? Explain the extraordinary aspects that make your program special. Discuss your school's waste reduction and recycling program in general. Provide background information, challenges that faced the program, accomplishments, etc. If your school does get an award, what will be done with the money? Explain why you think your school program deserves to receive an award and what aspects make it stand above "the rest."

Waste Reduction Techniques and Measurement

17. On a separate piece of paper, describe your school's waste reduction program in a narrative no longer than 250 words. Identify the toxicity reduction, waste reduction activities, and methods used in your school. For each item, list: activity/method, total weight or volume reduced, and reduction in disposal costs realized

18. Check each waste reduction activity/method used in your school

- ☐ Electronic mail vs. memos
- ☐ Route materials vs. copying
- ☐ Cloth/electric hand dryers
- ☐ Reusing envelopes
- ☐ Overheads vs. handouts

- ☐ Use blackboard vs. paper
- ☐ Avoid consumable workbooks
- ☐ Make double-sided copies
- ☐ Use recycled/recyclable notes
- ☐ Use refillable pens/pencils

19. List the total weight/volume of materials reduced. _____

20. What reduction in disposal costs were realized? \$